

ANNEX D Physical Security TO JRTC & Fort Polk CHAPEL STANDING OPERATING PROCEDURES

1. PURPOSE: This physical security plan establishes inspection requirements, assigns responsibility and prescribes procedures for the securing of JRTC & Fort Polk Chapels.

2. SCOPE: This Appendix applies to all JRTC & Fort Polk UMT members.

3. RESPONSIBILITIES:

a. NCOIC:

(1) Ensures that all chapel personnel are aware of procedures prescribed in this plan and that they comply with them.

(2) Performs a periodic supervisory inspection (at least monthly) and notes all deficiencies.

(3) All Chaplains/Chaplain Assistants will comply with the prescribed procedures and will bring any recommended changes and improvements to the attention of their supervisory Chaplain or NCOIC.

4. Procedures:

a. Chapel will have a key control box with access limited to the Key Custodian, and one other designated chaplain assistant.

b. All keys will be signed out on a DA Form 5513-R before being issued.

c. The key Custodian will keep an inventory of all keys on a FP Form 641.

d. All outside doors will be secured with either a built in lock or a hasp and 200 series lock that complies with the Fort Polk regulations.

e. If hasp and padlocks are utilized on exterior doors, they will be designed to prevent possibility of occupants being trapped in the building.

f. When a building is occupied all exits will be unlocked.

g. Chapel will be checked for fire, safety, and security at least once a week.

h. All fire extinguishers will be inspected and fire evacuations plans will be current.

i. Prior to the departure the last occupant will follow appendix 8 when securing the building.